



SUBJECT: Missing Persons and Amber/Silver Alert Investigations	POLICY NO: 306.1-306.5
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EFFECTIVE DATE: 08/15/2023	
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SPECIAL INSTRUCTIONS: Attachment Master Amber Alert and Silver Alert Packets	

306.1 PURPOSE

The purpose of this policy is to establish responsibilities and guidelines for the investigation of missing persons.

306.2 POLICY

The Yuma County Sheriff's Office will investigate reports of missing persons to the fullest extent possible with the intent to locate the person as soon as possible.

306.3 DEFINITIONS

Arizona Child Abduction Alert Plan ("Plan"): A program established in memory of all children who have been abducted or kidnapped. The Arizona Broadcasters Association and local law enforcement agencies have created the Plan to provide the public with timely information about area child abductions or children missing under dangerous circumstances.

Exigent Circumstances: Situations that demand unusual or immediate action.


Dangerous Circumstances: Situations able or likely to inflict injury.

Alert Plan Stations: Those television and radio stations participating in the Arizona Child Abduction Alert Plan.

306.4 GENERAL RULES

I. REPORTING

- A.** There is no waiting period for reporting a missing person. Missing person reports shall be taken in-person, by telephone or at Yuma County Sheriff's Office Main Office or any substation location. Those reports shall be taken in conformity with the criteria of this policy and the criticality of the incident.
- B.** A person may be declared missing when their whereabouts are unknown and unexplained for a period of time and that absence is highly


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unusual or suspicious in consideration of the subject's normal behavior patterns, plans or routines. The following criteria should be considered in determining the course of the investigation.

1. Is the subject a victim of foul play;
 2. The age of the subject and their ability to care for themselves;
 3. Does the subject suffer from diminished mental capacity or medical conditions that are potentially life threatening;
 4. Is the subject a resident of a care facility and may be a danger to themselves or others;
 5. Has the subject demonstrated the potential for suicide;
 6. Has the subject been involved in a boating, swimming or other sporting accident;
 7. Has the subject been involved in a manmade or natural disaster;
 8. Has contact been made with the local hospital for admission inquires;
 9. Has contact been made with the Yuma County Detention Center and/or Juvenile Detention for inquiries of in-custody status.
- C. Reports of juveniles who have voluntarily left home, i.e. runaways, should be classified as such only after thorough investigation.
- D. Based on the outcome of initial inquires, a decision shall be made concerning the potential danger to the missing person and the urgency of the police response.

II. INITIAL REPORT TAKING


- A. The initial report taker must gather as much pertinent information as possible in order to properly classify the missing person report and initiate a response. This includes but is not limited to the following information:
1. Name, age and physical description of the subject and relationship of the reporting party to the missing person;
 2. Last know time and place of the missing person and who they may have been with;
 3. The extent of any search for the missing person;
 4. Whether the missing person has been missing before and the degree to which the absence departs from established behavior patterns, habits or plans;

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5. Whether the missing person has been involved any of the following:
 - a. Recent domestic incident;
 - b. Suffered emotional trauma or life crisis;
 - c. Demonstrated unusual, uncharacteristic or bizarre behavior;
 - d. Is dependent on drugs or alcohol;
 - e. Has a history of mental illness;
 - f. The current physical condition of the subject and whether the person is currently on prescription medication.
- B. If the missing person is a child, inquiry should also determine:
1. If the child is or may be with any adult who could cause them harm;
 2. If the child may have been the subject of a parental abduction;
 3. If the child has previously run away from home, has threatened to do so or has a history of explainable or unexplainable absences for extended periods of time;
 4. An investigating officer who has reason to believe a child is abducted will verify the details with a supervisor on duty;
 5. The supervisor will determine if the criteria for an Amber Alert has been satisfied and if so, shall activate the Arizona Amber Alert System. That criteria includes:
 - a. Child is 17 years of age or younger;
 - b. Child is in danger of serious bodily harm or death;
 - c. There is enough descriptive information about the child, the suspect and/or the suspect vehicle to believe an immediate broadcast alert will help locate the child.

III. AMBER ALERT

- A. A designated point of contact will be established. The name and identifying information of the designated point of contact will be filed with the Arizona Child Abduction Alert Plan Committee.
- B. When evaluating the abduction of a child, the following criteria **must be met**:


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1. The "Arizona Child Abduction Alert Plan" should be activated when a child 17 years of age or younger is abducted and there is reason to believe the child is in imminent danger of serious bodily injury or death.

Or

A child medically diagnosed as suffering mental or physical disability is missing or abducted and there is reason to believe the child is in imminent danger or serious bodily injury or death.

2. There is information available to disseminate to the general public which could assist in the safe recovery of the child and/or apprehension of a suspect.
- C. The "Amber Alert Checklist" shall be completed in all circumstances involving a missing/abducted child. (See attached, "Amber Alert Checklist")
- D. In the case of abduction or exigent circumstance and the incident meets the Plan criteria as outlined above the Duty Supervisor will:
1. Notify the ranking Patrol Administrator and the Public Information Officer (PIO). The ranking Patrol Administrator or their designee will respond to the crime scene command post and coordinate efforts with on-scene personnel and responding investigator. The ranking Patrol Administrator will designate personnel to respond to the Dispatch Center to receive incoming telephone calls from the public responding to the Alert. The telephones will be manned until such time as the Alert is cancelled or until relieved by the ranking Patrol Administrator or PIO.
 2. The designated supervisor will contact the Arizona Department of Public Safety at 602-876-1030 and advise that the Office is initiating the Arizona Child Abduction Alert.
 3. The ranking Patrol Administrator or on-duty supervisor will contact the Dispatch Center and ensure a state-wide NLETS message is sent to all agencies with complete details of the incident and notification that the Plan has been initiated.
 4. If the child is recovered and the Alert needs to be cancelled during the activation period of the Alert, the originating agency must make the appropriate notification to the Alert Plan Stations **as soon as possible.**
 5. If additional information becomes available that is significant to the case and of potential use by the public, an update may be made through the Alert Plan. Updated information may be provided by the ranking Patrol Administrator or the designated supervisor.
 6. The ranking Patrol Administrator or designee will be the designated point of contact for post-activation and administrative responsibilities of the Plan, and responsible for:

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- a. Submitting a summary report outlining the activation of the Plan to the Arizona Child Abduction Alert Plan Committee within thirty (30) days of activation. The report may be sent by U.S. Mail or facsimile and will be forwarded to:

Arizona Broadcasters Association
Arizona Child Abduction Alert Plan
202 North Third Street
Phoenix, Arizona 85004
FAX: (602) 252-5265

- b. Presenting a briefing to the Arizona Child Abduction Alert Plan Committee at their first scheduled meeting following the activation of the plan.
- c. Coordinating and providing yearly training to Office personnel.

IV. SILVER ALERT


- A. A designated point of contact will be established. That designated point of contact will request the activation of the Silver Alert System if the following conditions are met (outlined in A.R.S. 41-1728):
 - 1. The missing person is sixty-five (65) years of age or older and has a developmental disability, Alzheimer's, dementia, or other type of memory/dementia issue or if the missing person is younger than sixty-five (65) and has been diagnosed with Alzheimer's Disease, Dementia, Lewy Body Disease, Wernicke-Korsakoff's syndrome, or a developmental disability.
 - 2. The Sheriff's Office:
 - a. Has used all available local resources.
 - b. Has determined that the person has gone missing under unexplained or suspicious circumstances.
 - c. Believes that the missing person is in danger because of age, health, mental or physical disability, environment and/or weather conditions, or that the missing person is in the company of a potentially dangerous person or that there are other factors indicating that the missing person may be in peril.
 - 3. There is information available that, if disseminated to the public, could assist in the safe recovery of the missing person.
 - 4. The "Silver Alert Checklist" shall be completed in all circumstances involving a person meeting the criteria of the Silver Alert Checklist. (See attached, "Silver Alert Checklist")

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5. The designated supervisor will contact the Arizona Department of Public Safety at 602-876-1030 and advise that the Office is initiating a Silver Alert.

V. PREMILIMINARY INVESTIGATION

- A. The preliminary investigation is intended to gather additional information and take steps that will aid in the search for the location of a missing person. Information to be gathered includes but is not limited to:
 1. A complete description of the missing person and a recent photograph;
 2. Details of any physical or emotional problems;
 3. Identity of the last person(s) to have seen the missing person as well as friends, relatives, coworkers, or associates who were or may have been in contact with the missing person prior to disappearance;
 4. Plans, habits, routines and personal interests of the missing person including places frequented or locations of particular significance;
 5. Indications of missing personal belongings, money and other valuables;
 6. Any suggestions of foul play or accident;
 7. In the case of missing children, officers shall be particularly cognizant of information that may suggest the potential for parental abduction or the possibility of stranger abduction.
 - a. The presence of behavioral problems;
 - b. Past instances of running away;
 - c. Signs of an abusive environment or dysfunctional family situation;
 - d. Whether the child is believed to be with adults who may pose a danger;
 - e. The name and location of the school attended by the child and any personnel who may be responsible for transportation to and from the location.
 8. When possible, officers should gain permission to search a missing child's home and school locker.
 9. Upon verification of a missing person the information shall be entered into state and national information databases in accordance with established procedures i.e. NCIC and the National Center for Missing and Exploited Children.

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10. Entry into the state and national information databases must be completed within two (2) hours of the initial investigation to comply with database requirements.

VI. ONGOING INVESTIGATION

- A. Ongoing investigations of missing persons should include but not be limited to the following actions and activities:
 1. Request release of dental records and any fingerprints or DNA available;
 2. Contact hospitals and the coroner's office as appropriate for injured or deceased persons fitting the description of the missing person;
 3. Thoroughly check the location at which the missing person was last seen and conduct interviews as appropriate with persons who were with the individual or who may work in or frequent the area;
 4. Conduct interviews with any additional family, friends, work associates, schoolmates and teachers as well as school counselors and case workers, as appropriate, to explore the potential for foul play, voluntary flight, or, in the case of juveniles, parental kidnapping or running away;
 5. Provide identification and related information from other law enforcement agencies;
 6. Use local media as needed;
 7. Maintain contact with the reporting person, i.e. parent, guardian, spouse, etc.

VII. RECOVERY OF MISSING PERSON(S) AND CASE CLOSURE


- A. Competent adults, having left home for personal reasons, cannot be forced to return home. Officers locating such individuals shall:
 1. Advise them that they are the subject of a missing person investigation;
 2. Ask if they desire the reporting party or next-of-kin to be notified of their whereabouts;
 3. Make provisions for the notification of this information to the reporting person as appropriate.
- B. Missing person(s) shall be questioned to establish the circumstances surrounding their disappearance and whether criminal activity was involved.
- C. In cases involving juveniles, officers shall ensure that:
 1. The juvenile receives medical attention if necessary;

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2. Referral is made to appropriate social agencies;
3. The parent, guardians and/or the person reporting the missing youth are notified.
- D. Upon location of a missing person, a cancellation of the missing person report will be made and notification made to all agencies and information systems previously contacted.
- E. Where appropriate, criminal charges shall be filed with the prosecutor's office.

306.5 AMENDMENT:

This policy is subject to amendment, revision or rescission, as required.

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AMBER Alert



CASE #: 20____ - _____
DUTY OFFICER _____

REQUESTING AGENCY INFO:

Contacting Investigator: _____

Investigator badge number: _____

Today's Date: _____ Time: _____

Agency Requesting Alert: _____

Agency ORI: _____

Agency Report #: _____

LEO Contact name: _____

Phone number: _____

Email: _____

24/7 Public point of Contact: _____

Public Phone number: _____

Date Subject went Missing: _____ Time: _____

Date LEO Agency Notified: _____ Time: _____



AMBER Alert



AMBER Alert Checklist

The Arizona AMBER Alert Plan requires Arizona AMBER Alert activations meet the following criteria when evaluating a child abduction. Law Enforcement Agencies must have all criteria listed below before activation can occur. The Arizona AMBER Alert Plan activation criteria is as follows and based on Department of Justice Protect Act of 2003, Public Law 108-21:

- 1. A law enforcement agency has determined that the child is not a runaway and has not been abducted as a result of a child custody dispute, unless the dispute poses a credible and or specific threat of serious bodily harm or death to the child.

YES NO

Explain: _____

- 2. The abduction poses a credible threat of immediate danger of serious bodily injury of death to the child.

YES NO

Explain: _____

- 3. An abduction of a child (under 18) has occurred. Date: _____ Time: _____

YES NO

- 4. There is sufficient descriptive information about the child, abductor and the circumstances surrounding the abduction to indicate that the activation of the Amber Alert will locate the child and/or suspect.

YES NO

- 5. There is information available to disseminate to the general public, which could assist in the safe recovery of the child and/or the apprehension of a suspect.

YES NO

STOP HERE IF THE INCIDENT DOES NOT MEET THE CRITERIA

*If the agency's representative insists on proceeding with the activation, please inform them that the Duty Office strongly discourages activation because facts, as presented, surrounding this incident do not support the foregoing criteria as established by the Department of Justice.

*The requesting agency may proceed with an Endangered Persons Advisory through their local media outlets. The Duty Office can further assist them by putting them in touch with ACTIC.

*The Duty Officer shall prepare a **brief** of Duty Office personnel regarding the denied request, reasons for request being denied and other resources offered. This page will suffice for noting reasons for an activation request denial.



AMBER Alert



The following information is required prior to AMBER Alert Activation

MISSING CHILD/ SUSPECT INFORMATION

If requesting agency is from another state, request a copy of the flyer be sent to Duty Office, KTAR, and ACTIC.

Child #1: _____ Age: _____ **DOB:** _____ **SSN/ID#** _____
Height: _____ Weight: _____ Hair: _____ Eyes: _____ Race: _____ **NIC #** _____

Clothing: _____

Last Known Address/Location of abduction: _____

Vehicle Color _____ Year _____ Make _____ Model _____ Body _____ License _____ State _____

Summary/Circumstances: _____

Child #2: _____ Age: _____ **DOB:** _____ **SSN/ID#** _____
Height: _____ Weight: _____ Hair: _____ Eyes: _____ Race: _____ **NIC #** _____

Clothing: _____

Last Known Address/Location of abduction: _____

Vehicle Color _____ Year _____ Make _____ Model _____ Body _____ License _____ State _____

Summary/Circumstances: _____

Child #3: _____ Age: _____ **DOB:** _____ **SSN/ID#** _____
Height: _____ Weight: _____ Hair: _____ Eyes: _____ Race: _____ **NIC #** _____

Clothing: _____

Last Known Address/Location of abduction: _____

Vehicle Color _____ Year _____ Make _____ Model _____ Body _____ License _____ State _____

Summary/Circumstances: _____

Suspect #1: _____ Age/DOB _____ Ht/Wt _____ / _____ Hair/Eyes _____ / _____
Weapon Used/Type _____ Injuries _____ **NIC #** _____
Physical/Clothing Desc _____
Scars/Marks/Tattoos _____

Vehicle: Color _____ Year _____ Make _____ Model _____ Body _____
License: _____ State _____ Damage/Other Markings: _____



AMBER Alert



Suspect #1: _____ Age/DOB _____ Ht/Wt _____ / _____ Hair/Eyes _____ / _____
 Weapon Used/Type _____ Injuries _____ **NIC #** _____
 Physical/Clothing Desc _____
 Scars/Marks/Tattoos _____

Vehicle: Color _____ Year _____ Make _____ Model _____ Body _____
 License: _____ State _____ Damage/Other Markings: _____

Found Before Activation No Activation/Criteria Not Met

Time Completed: _____

At this time **please give the requesting agency the phone number for AZ CART # 602-876-1030** Ask for the Communications Supervisor on Duty. You need the CART team Sergeant Called out. If the above Telephone number doesn't work call 602-876-1011 then 480-442-2784. If nothing works document it please.
 (If asked, CART is a Multi-Jurisdictional response team tasked with assisting other agencies on missing & abducted Child cases by providing resources, manpower, & experience to aid in the successful resolution of the investigation)

Time Completed: _____



AMBER Alert



****ACTIVATION**** **The following steps shall be followed during an AMBER Alert Activation**

Step No. 1 _____ If requesting agency is in Arizona, request agency rep place the child/suspect into ACIS/NIC. Record NIC #'s for each child/suspect on the Missing Child/Suspect Information Sheet.

_____ If requesting agency is outside of Arizona **and** there is credible evidence the child is in Arizona, advise requesting agency rep to report the child missing into their state system/NCIC. Then, record NIC #'s for each child/suspect on the Missing Child/Suspect Information Sheet.

_____ *If agency requests AMBER Alert issued outside Arizona, advise them to contact the respective state.*

Time Completed: _____

Step No. 2 **Login online at www.alertsense.com/client-login (see alertsense checklist)**
(Username: azdpsdutyoffice Password: dpssecure618!)

- Enter information OR check information if submitting agency has already entered information
- Enter relevant information, including updated location ****Child's name "AA"*****
- ACTIVATE AMBER ALERT

Time Completed: _____

Step No. 3 **Advise Phoenix OpComm Center that APB and/or BOLO is upgraded to AMBER Alert. Email the BOLO/Flyer and Page 3 to: Alerts bolo/Flyer Notification Group (includes Dispatch, Intelligence & ACTIC).**

Time Completed: _____

Step No. 4 **Host conference call with requesting agency, ADOT (602) 252-0503 & KTAR (602) 263-5556. ***Do not skip to Step 5 unless there was no contact with KTAR.*****

Time Completed: _____

Step No. 5 **Send e-mail to Alert Notification AMBER Recipients and Alerts after hours Media Contacts. Print.**

Time Completed: _____

Step No. 6 **Mobile PD entry**

- A. Log on to: <https://live.gomobilepd.com/>
Our email address is: doffice@azdps.gov
Password: MobilePD1234!
- B. Click on "+", Click on green icon
- C. Title: **AMBER ALERT – "LAST NAME OF VICTIM(s)/AGENCY NAME"**
- D. Narrative:
Today at ___ hours, ___ DOB _____. Last seen in the area of _____.
Suspect _____ DOB _____ in **color** of vehicle, **type** of vehicle, state plate #. See National Center for Missing and Exploited Children Website for further information and photos:
<http://www.missingkids.com/home>.



AMBER Alert



Time Completed: _____

Step No. 7

Complete Case File

Include Missing Child photo and report, SSN/ ID info, Vehicle and Suspect Info if available, agency representative, agency and DR#, ACTIC bulletin if applicable, and other info.

Time Completed: _____

Step No. 8

Log data into AMBER Alert Stats Log.

Forward Case File to Duty Office Supervisor

Time Completed: _____

*****Contact the investigating agency for current updates on the Tracking Form at the 24 hour, 48 hour, 72 hour (3 days), one week, and two week intervals, etc. *****

*****END ACTIVATION CHECKLIST*****



AMBER Alert



****DEACTIVATION** The following steps shall be followed during an AMBER Alert Deactivation**

Step No. 1 **Confirm AMBER Alert Cancellation with original requesting agency.**

Document circumstances of how missing child was located in AMBER Alert Log as follows:

a) What time was the child found/recovered?
b) Where (location) was the child recovered?
Location address or cross streets _____

c) How did the agency learn of the missing person's location?
d) Were there any arrests made for this incident, if so, by who, and what charges?

e) Obtain name & phone number of contact investigator from investigating agency (if different from original caller.) _____

f) Obtain the name and phone number of the recovering agency

g) Was the missing person located as a result of the Amber Alert, how?

Was the recovery a result of the Alert ___ BOLO/APB ___ or Other ___ Y or N).

Date & Time of Contact: _____ @ _____ hours.

h) Was the AZ CART Team Called by the requesting agency ___ (Y or N)

i) Did the AZ CART Team respond to the AMBER Alert ___ (Y or N)

Recovery Summary:

Step No. 2 **Notify KTAR and Phoenix OpComm Center of Cancelled AMBER Alert. Notify ADOT if alert was cancelled within four hours of activation.**

Time Completed: _____

Step No. 3 **Deactivate DPS AMBER Alert @ www.alertsense.com/client-login (Do NOT Delete)**

Include a short summary as needed.

Time Completed: _____



AMBER Alert



Step No. 4 Send Cancellation email to Alert Notification AMBER Recipients and Alerts after hours Media Contacts.

Time Completed: _____

Step No. 5 Deactivate Mobile PD Alert/Cancelation Message.

- A. Log on to: <https://live.gomobilepd.com/>
Our email address is: doffice@azdps.gov
Password: MobilePD1234!
- B. Click on green icon
- C. Write "CANCELLED" followed by original header from activation
- D. Narrative:
"Today at _____ hours, the AMBER Alert was cancelled. See National Center for Missing and Exploited Children Website for further information: <http://www.missingkids.com/home>."

Time Completed: _____

Step No. 6 Finalize Amber Alert Folder and Log.

Time Completed: _____

(REMEMBER: Complete ALL pages of this packet upon recovery)

END DEACTIVATION CHECKLIST



AMBER Alert



NAME: _____
 DATE: _____
 AGENCY: _____

24 HOURS

DATE: _____ TIME: _____ REQUESTING AGENCY CONTACT: _____
 STATUS: _____

DUTY OFFICER/SGT: _____

48 HOURS

DATE: _____ TIME: _____ REQUESTING AGENCY CONTACT: _____
 STATUS: _____

DUTY OFFICER/SGT: _____

72 HOURS

DATE: _____ TIME: _____ REQUESTING AGENCY CONTACT: _____
 STATUS: _____

DUTY OFFICER/SGT: _____

ONE WEEK

DATE: _____ TIME: _____ REQUESTING AGENCY CONTACT: _____
 STATUS: _____

DUTY OFFICER/SGT: _____

TWO WEEK

DATE: _____ TIME: _____ REQUESTING AGENCY CONTACT: _____
 STATUS: _____

DUTY OFFICER/SGT: _____



AMBER Alert



DATE: _____ TIME: _____ REQUESTING AGENCY CONTACT: _____
STATUS: _____

DUTY OFFICER/SGT: _____

DATE: _____ TIME: _____ REQUESTING AGENCY CONTACT: _____
STATUS: _____

DUTY OFFICER/SGT: _____

DATE: _____ TIME: _____ REQUESTING AGENCY CONTACT: _____
STATUS: _____

DUTY OFFICER/SGT: _____

DATE: _____ TIME: _____ REQUESTING AGENCY CONTACT: _____
STATUS: _____

DUTY OFFICER/SGT: _____

DATE: _____ TIME: _____ REQUESTING AGENCY CONTACT: _____
STATUS: _____

DUTY OFFICER/SGT: _____



AMBER Alert



Case # 20____ - _____

Reviewing Alert Coordinator: _____

Reviewing Supervisor: _____

Supervisor Reviewed Date: _____

After Action Survey & email to CTapp@NCMEC.ORG
and Art Brooks (By Reviewing Coordinator only.)

Date Completed: _____ Time _____

ATTACHMENTS:

- CHECKLISTS (Activation and Deactivation)
- ACTIC Email
- Flyer/Bulletin/Website
- Photos of Missing Person/Suspect/Investigative Lead
- ACIC Missing Person/DL/ID/Vehicle Record
- MISC. (press reports, agency reports, etc.)
- TRACKING LOGS